

# Annual Internal Audit Report 2025/26

SILK WILLOUGHBY PARISH COUNCIL - L10318

<https://silk-willoughby.parish.lincolnshire.gov.uk> WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.		✓	
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.		✓	
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken: 20/05/2026 Name of person who carried out the internal audit: R. Applewell

Signature of person who carried out the internal audit: R. Applewell Date: 20/05/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Lincolnshire Association of Local Councils

## Internal Audit Report.

This audit report is to read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return.

Council:	Silk Willoughby Parish Council
Internal Auditor:	Rachel Popplewell
Year Ending:	31 March 2026
Date of Report	20.05.2026

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

**The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.**

# Internal Audit Report.

## **To the Chair of Silk Willoughby Parish Council.**

I have examined council business including policies, agendas & minutes, accounting and financial statements and other documents relevant to this audit.

Several areas were identified where action was required in the immediate future other actions are offered as suggestions for improvement or considered to be best practice. I have discussed these with the Clerk, see below.

Actions to be implemented are highlighted with \*\*

## **Council management and activity.**

- Standing Orders & Financial Regulations are in place
- Review of the Grants Policy to be done to ensure it reflects what is happening at the Council.
- Cheque payments are now in place, although this has caused issues with payments being delayed. Consider reverting to online banking, Council to discuss an appropriate way forward. \*\*
- Budget reviews to be carried out more often, along with the signing of the Bank Reconciliation (see FR 2.6). Ensure it noted in the minutes. \*\*
- Website wasn't UpToDate at the time of the audit as per the Transparency Code and requirements for the AGAR. \*\*

### Internal Control Objectives

F – wasn't covered as the council doesn't operate Petty Cash.

L – was answered No as the website isn't UpToDate, not all documents have been published.

O – was answered No, Council owned email address hasn't been adopted or the website check for accessibility

P – Not covered, no Trust Funds.

### Summary

After talking with the Clerk most polices are in place ensure the website us updated and all actions are minute.

AGAR form 2 has been signed.

Yours sincerely

*R Popplewell*

Rachel Popplewell

Internal Auditor

Lincolnshire Association Local Councils

20.05.2026